

31 March 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT:

OIS Weekly Report (24-30 March 1982)

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Office of the Director of Information Services

The Director and Deputy Director of Information Services (OIS) and the Director of Data Processing (ODP) met to discuss the draft Project Management Plan for TRIS (The Records Information System). OIS and ODP agreed to expand the scope of TRIS to explicitly include a capability for controlling ADP records. It was also decided that the paper should not address organizational responsibilities during the system's life cycle, nor should it go into the allocation of resources. These topics will be covered in the next step in the development cycle.

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Classification Review Division

*The Department of Defense's history staffs are working at full capacity to turn out papers on the conflict in Southeast Asia, among other subjects, and covering periods of history as recent as the mid-70s. Inevitably, the Agency appears in the cast. CRD will be meeting with Dr. McDonald, the Agency Historian, to establish an Agency position and strategy preparatory to sitting down with as many of the senior historians as possible to explain the CIA position (i.e., simply that the Agency's specific presence and activities overseas may not be revealed) and to work out a modus vivendi for future writings.

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*CRD has reviewed 726 NIEs dating primarily from 1950-63, with a few in the 1964-65 period. Of the number reviewed, 358 (49 percent) were recommended for declassification and required coordination with the Departments of State, Army, Navy, Air Force, and the Joint Chiefs of Staff. All agencies have been responsive except State.

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CRD reviewed a total of 1,489 CIA documents (10,578 pages) and declassified .8 percent. Two Department of State galley proofs (601 pages), five manuscripts (687 pages), and two miscellaneous documents (20 pages) were also reviewed.

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RMD representatives are conducting a study of DO procedures for controlling collateral Top Secret documents. The DO appears to have few problems in controlling these documents, whereas other components are reporting that the system is ineffective. The purpose of the study is to determine if the DO follows procedures that should be part of the Agency's Top Secret control procedures. ☐

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Regulations Control Division

RCD's workload of regulatory issuances was increased from 119 to 129 active jobs during the past week. ☐

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Issuances of general interest in process this week include a notice informing employees of the locations and hours of operation of the various disbursing facilities in the Headquarters area ☐

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Three NBI word processor work stations have been installed in RCD and are currently being put into operation. Division personnel are undergoing training and NBI personnel are expected during the next week to make some technical adjustments and check out the equipment. ☐

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Information and Privacy Division

A separate report is attached. ☐

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Attachment:
As stated

EXO/OIS: ☐ (31 Mar 1982)

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